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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division  
THROUGH: Deputy Assistant Director for Operations *gh*

DATE: 19 April 1954

FROM : Chief, Contact Division

SUBJECT: Reclassification of Position No. K230.01, Clerk-Stenographer,  
25X1A6a [REDACTED]

25X1A9a 1. It is requested that Position No. K230.01 be reclassified from GS-4, Clerk-Stenographer, to GS-5, Intelligence Assistant, and that [REDACTED] be promoted to that level in accordance with the attached Request for Personnel Action.

25X1A9a 2. Although Miss [REDACTED] has been classified as a Clerk-Stenographer, GS-4, since she entered on duty on 30 August 25X1A9a 1951, her duties have been diversified. Miss [REDACTED] is a superior stenographer, but her greatest contribution during the past year has been in the research and intelligence assistant direction. Her facility at translation of both German and 25X1A6a French is of great help to the [REDACTED] Agency.

25X1A9a 3. It is recommended that, due to the additional responsibilities placed upon Miss [REDACTED] this reclassification and promotion be favorably considered.

4. Funds are available in the Contact Division budget for FY 1954 and 1955 to provide for the promotion which may result from the reclassification of the subject position.

[REDACTED]  
E. M. ASHCRAFT

Attachment: Standard Form 52 (2)

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